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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 28 August 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 22 - 28 August 1956

1. Significant Items:

Nothing to report.

2. Other Activities:

a. The following new lectures will be offered as part of Intelligence Orientation.

"Collection of Information" given by [redacted]  
of the staff of Intelligence Techniques, Intelligence School.

"Production of Intelligence" given by [redacted]  
Deputy Chief, ONE.

"Intelligence Research Facilities" given by [redacted]  
[redacted] Executive Officer, OCR.

"The National Intelligence Survey" given by [redacted]  
[redacted] Assistant Director, OBI.

"The Support Structure of CIA" given by [redacted]  
Special Support Assistant to the DD/S.

"Logistics Support" given by [redacted] Training  
Officer, Office of Logistics.

"Finance Support" given by [redacted] of the staff  
of Operations Support, Intelligence School.

Messrs. [redacted] have not previously  
participated as guest lecturers in Basic Orientation.

b. The following persons will be new guest speakers on topics  
covered in Basic Orientation and to be included in Intelligence  
Orientation.

c. A total of fifty invitations will be tendered to IAC persons  
to attend the Intelligence Products Exhibit on 13 September. The in-  
vitations will be issued by ORR, OBI and OCR.

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25X1 d. [ ] held discussions with representatives of G-2 and AFOTN. These discussions concerned the use of the Intellofax System and were held to assist in the development of the special course for OCR document analysts.

25X1 e. [ ] Executive Officer, Cable Secretariat, was kind enough to assist us in the preparation of several items to be used in Intelligence Orientation. This assistance is greatly appreciated.

f. The following persons have kindly consented to assist in conducting seminars during Intelligence Orientation:

25X1 [ ] of Intelligence Techniques  
25X1 [ ] of the School of International Communism  
the JOT Program.

g. A meeting of the staff of Intelligence Orientation, Introduction to Intelligence was held on 23 August. The schedule and other matters pertinent to the course were discussed in detail.

25X1 h. The committee for revision of test questions met on 24 August to assign responsibility for preparation of questions. Mr. [ ] was appointed to administer the test.

i. The Briefing Sheet for the new seminar on the American Thesis has been prepared and is ready for dissemination.

j. A critique form for use in Intelligence Orientation is being developed and should be ready for reproduction this week.

25X1 k. [ ] informed us that the Training Evaluation forms for Intelligence Orientation are on their way to the printer and that there should be no problem in meeting the deadline for return of the printed forms. We have ordered a supply sufficient to last for from ten to twelve runnings of the course, depending upon enrollment figures.

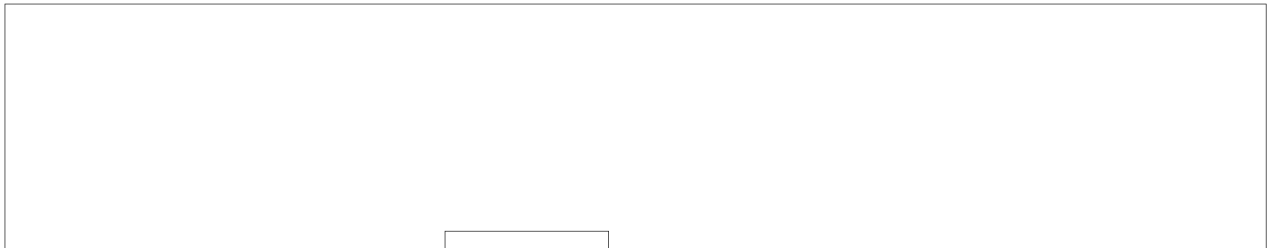
25X1 l. We wish to extend our thanks to [ ] and company for the professional job they did in hanging the new curtains on the stage of the auditorium. For the first time in many years, speakers will be able to lecture against a non-distracting backdrop instead of the familiar exposed movie screen and general debris stacked in the wings.

25X1 m. We also wish to thank [ ] for their efficient cooperation in the general redecorating of the auditorium.

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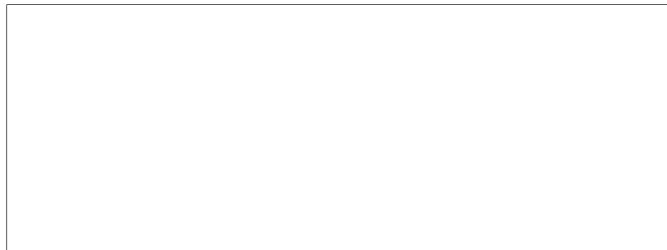
o. On 28 August, [redacted] delivered a ninety-minute lecture on Essentials of Good Reporting to a class [redacted] from the Office of Security.

p. The Registrar has informed us that 57 persons have been enrolled for Intelligence Orientation #2.

3. Personnel Notes:

Nothing to report.

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